

Privacy notice– National Tutoring Partnership

Data Controller

Data Controller Name: University of Sunderland
Data Protection Officer: Sam Seldon
ICO Registration Number: Z6120473
Renewal Date: 10th January 2021
Registered Address: 4th Floor Edinburgh Building,
City Campus
Chester Road
Sunderland
SR1 3SD

Department Responsible

for processing: Work Based Learning (Enterprise and Innovation)

Contact email: cape@sunderland.ac.uk

Overview

On the 25th May 2018, the new General Data Protection Regulations (GDPR) came into effect. Under this new law we have updated our Privacy Notice. This explains why we collect your personal data, how we use your personal data, what personal data we collect, reasons we may need to disclose your personal data to others and how we store your personal data securely.

Who are we?

The Work based Learning team is part of the Enterprise & Innovation Directorate, which is a department within the University of Sunderland.

How we collect your personal data from you?

We receive information about you in a number of different ways, including:

- When you use our website and complete forms on our website
- If you contact us via telephone, via email or in person to engage to enquire about the advertise role.

Why we collect your personal data and how we use it

The programme aims to support schools by providing a sustained response to the coronavirus pandemic and a longer-term contribution to closing the attainment gap. Through the National Tutoring Programme's Academic Mentors, our trained graduates will be employed by schools in the most disadvantaged areas to provide intensive support to their pupils.

The information received during the recruitment process will be needed to ensure interviews, enhanced DBS checks, Prohibition list checks, qualification reviews and proof of right to work can be carried out effectively, ensuring all trainee tutors are safe to work within schools.

It is a requirement by the National Tutoring Programme that all trained tutors undergo a vetting and interview process to be allowed to teach children in North East schools.

Trainee tutors must be willing for their details to be shared with schools seeking tutor support provision and the National Tutoring Programme.

What type of data do we collect from you?

The personal data that we may collect from you includes:

- Name
- Address
- Date of Birth
- Email addresses
- Phone numbers
- National Insurance Number
- Passport Number
- Have you tutored previously
- Do you have QTS
- Do you hold a degree
- Previous Qualifications
- Preferred Specialism

We also retain records of your queries and correspondence, in the event you contact us.

How do we use your data?

- To complete your application to be a tutor
- To update you on progress made with your application(s)
- To comply with the contractual obligations we have with you

Will your personal data be shared?

Your personal details will need to be shared with North East Schools who are participating in this programme, to match tutors with school pupils. Your details will also be shared with the National Tutoring Programme, as they are the lead sponsor for this programme.

Your personal details will not be shared with any other third party outside of the University of Sunderland, unless we have your explicit consent.

Who has access to your personal data?

Access to personal data is restricted to only members of University staff to whom this information is pertinent. Access is controlled and all employees of the University of Sunderland that are given access understand that they have an obligation to maintain and uphold confidentiality at all times.

Retention periods

We will retain your personal data until the conclusion of the programme, with an expected end date of December 2021, after this point your personal data will be removed from all University systems, unless required for legal obligations.

Legal basis for processing your data

The GDPR regulations state that 'personal data shall be processed lawfully, fairly and in a transparent matter in relation to the data subject'. In order to meet these requirements, we must have at least one legal basis to process your data.

(As GDPR is a new law the conditions identified below may be subject to change. If changes are significant then we will communicate them to you).

Table 1

No	Specific Activity	Legal Basis
1	To comply with our contractual obligations we have with you	Performance of a contract
2	To update you on progress made with your application(s)	Performance of a contract
3	To gather employment references on your behalf and to confirm previous employment dates	Performance of a contract
4	To complete DBS process	Legal Obligation
6	Check your eligibility to work in the UK before employment starts.	Legal Obligation

Personal data released to third parties for the following purposes

Personal data will only be shared with local schools and the National Tutoring Partnership to meet our legal obligations.

Your rights under GDPR

Under the General Data Protection Regulations, you have 8 fundamental rights as follows:

1. The right to be informed:

The University is obliged to provide you with information on how we plan to process your data, we do this by means of a privacy notice. The University does this in order to process your personal data in a transparent manner.

2. The right of access:

You as the data subject, have a right to access the personal (and supplementary) information that we hold, you also have the right to be made aware of and to verify the lawfulness of processing undertaken.

3. The right to rectification:

If you find that we hold incorrect or incomplete data about you, then you have the right to request this information is rectified.

4. The right to erase:

This right enables you to request deletion or removal of your personal data when there is no longer a compelling reason for its continued processing.

5. The right to restrict processing:

Under certain (defined) circumstances you have the right to request that we restrict the processing we undertake using your personal data.

6. The right to data portability:

You have the right to request your personal data, which is held electronically, to be provided to you in a reusable format, such as a .csv file.

7. The right to object:

You have the right to object to processing based on legitimate interests or in the performance of a task in the public interest (including profiling). This also applies to direct marketing and purposes of scientific / historical research and statistics.

8. Rights in relation to automated decision making and profiling:

You have the right to object to your data being used in automated decision making or profiling.

In the first instance we would ask that you contact the department within the University that is processing your personal information. The contact details for this department can be found in the first section of this notice.

If you are unhappy with how your request has been handled, or have not received a response from the individual department, please contact the Data Protection Officer either by email or by post. The email address for the Data Protection Officer is dataprotection@sunderland.ac.uk.

Should you still feel that your request has been handled inadequately, you have the right to complain to the supervisory authority in the UK, this is the Information Commissioners Office, details of how to complain can be found at <https://ico.org.uk/concerns/>.